

#### Eligible Employees:

- ◆ Have worked for the City of Hamilton for at least 12 months.
- ◆ Have at least 1,250 active work hours in the 12 months before taking leave.
- ◆ Work at a location where the City of Hamilton has at least 50 employees within 75 miles of the employee's worksite.

#### Qualifying Events:

- ◆ The birth of a child or placement of a child for adoption or foster care.
- ◆ To bond with a child (leave must be taken within 1 year of the child's birth or placement).
- ◆ To care for the employee's spouse, child, or parent who has a qualifying serious health condition.
- ◆ For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- ◆ For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

#### Applying for FMLA:

- ◆ Contact Human Resources/Civil Service & Personnel to determine eligibility.
- ◆ Human Resources/Civil Service & Personnel will work with you to collect initial information concerning your event & provide you with the required paperwork needed to start the certification process.
- ◆ Complete the required paper work or submit to your health-care professional to complete as appropriate, and return it along with any supporting documentation to Human Resources/Civil Service & Personnel within 15 calendar days of receipt or as soon as practicable.
- ◆ Upon receipt of proper forms and documentation, Human Resources/Civil Service & Personnel will contact you within 5 business days to let you know if FMLA has been granted or if additional information is needed.



## FAMILY & MEDICAL LEAVE ACT (FMLA)

### Information for City of Hamilton Employees

The Family & Medical Leave Act (FMLA) provides eligible employees up to 12 work weeks of unpaid, job-protected leave within a 12-month period for qualifying life events. Certifying events under FMLA protects your job, position, and benefits while on leave. Even if you have sick leave, vacation, comp time, PTO, or injury leave compensation, the City of Hamilton has a legal obligation to provide you with information concerning FMLA and/or in some cases designating leave under FMLA. Additionally, leave certified under FMLA will run concurrent with any personal leave time you have available.

For further information concerning FMLA, please contact Human Resources/Civil Service & Personnel.

*All information collected for certification will remain secured and confidential.*

## Contact Information

### Civil Service & Personnel

Contact: Civil Service and Personnel  
Phone: (513) 785-7030  
Email: [cspersonnel@hamilton-oh.gov](mailto:cspersonnel@hamilton-oh.gov)  
Fax: (513) 785-7037